



# City of Tempe

## EQUITY & INCLUSION MANAGER

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	350	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Strategic Management and Diversity	<i>Salary / Hourly Minimum:</i>	\$88,759
<i>Supervision Level:</i>	Manager	<i>Salary / Hourly Maximum:</i>	\$119,824
<i>Employee Group:</i>	CSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Human Resources Manager
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professional

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Receives general direction from the Strategic Management & Diversity Director.

Exercises direct supervision over the ADA Compliance Specialist. May provide functional and technical direction to professional and support staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four years of professional administrative or program management experience at a public agency preferably in a public outreach or an equity and inclusion work setting.
<i>Education:</i>	Requires a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or degree related to the core functions of this position.
<i>License / Certification:</i>	None

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support the City's mission of promoting mutual respect and understanding among the many groups of people who live, work, and visit Tempe through engagement and education of the City organization and community at large. Develop and coordinate special events and diversity programs as requested by management and elected officials to promote the City of Tempe.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Responsible for the administration of the daily operations of the City's diversity programs.
- Participates in the investigation and resolution of internal and external harassment and discrimination complaints.
- Serves as a resource and safe haven for employees for issues relating to diversity.
- Monitors and analyzes Equal Employment Opportunity (EEO) related reports and trends.
- Works with City departments to develop and improve diversity programs and efforts.
- Facilitates cultural awareness and diversity within the community.
- Conducts Training, selects speakers, and develops program content for workshops, seminars, and training sessions related to various cultural diversity and community relations issues.
- Works closely with community leaders and citizens in developing community related programs.
- Builds community partnerships to achieve diversity goals.
- Assists with outreach efforts to provide more diverse representation on all citizen advisory boards.
- Supervises, directs, trains, and evaluates the work of the ADA Compliance Specialist.
- Advise Mayor and Council, City Manager and senior management on diversity issues; research, prepare and present oral and written reports and recommendations to Council and senior management.
- Research policy issues on specific diversity concerns and arrange meetings between community representatives and City staff and/or elected officials.
- Coordinate response to diversity issues with other departments, agencies and strategic teams.
- Chair the Diversity Steering Committee to address and resolve a wide variety of workforce inclusion issues and concerns; make recommendations and write reports outlining potential solutions.
- Develop and direct informational and recognition programs and events for the community, including annual MLK Diversity Awards, Mayor's Disability Awards, Tardeada, workshops, and related printed materials.
- Manage annual Unity Grant Program application review and selection process as well as funding allocations.
- Serve as staff liaison for the Human Relations Commission.
- Prepare the Strategic Management & Equity Office budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment materials, and supplies; administer the approved budget.
- Provide pro-active performance planning utilizing performance management tools.

- Conducts Anti-Discrimination Ordinance complaint investigations.
- Oversee Equal Pay Initiative
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position for considerable periods of time;
- Operates office equipment, such as computers, copy machine and calculators;
- Extensive reading and close vision work;
- May require working extended hours;
- Work at all-day special events that are outdoors.

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective April 2016*

*Revised June 2019 (Update job title, min quals, & job duties)*